

Appendix A

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the goods and/or services named in the attached Request for Proposals (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the Georgia Vendor Manual, located at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_11783501/37106725vendormanual.pdf, and any modifications or attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Agency, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Agency.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications.

We further agree, if awarded a contract, to deliver goods and/or services that meet or exceed the specifications. It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty days from proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION

(Bidder to sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

The Vendor also certifies that the Vendor and its Lobbyists have complied with the Lobbyist Registration Requirements in accordance with the Georgia Vendor Manual.

Authorized Signature _____ Date _____

Print/Type Name _____

Company Name _____

Address: _____

Phone Number: _____ E-Mail: _____

Appendix B

SMALL OR MINORITY BUSINESS FORM

- Can your company be classified as a **SMALL BUSINESS** by the following definition:

Small Business – defined as an independently owned and operated entity that has either fewer than one hundred (100) employees or less than one million dollars (\$1,000,000) in gross receipts per year. (State Statute 50-5-121)

____ **Yes** (If yes, please check the following reason(s) that apply)
____ Less than 100 employees or,
____ Less than \$1,000,000 in gross annual receipts.
____ **No**

- Can your company be classified as a **MINORITY OWNED BUSINESS** by the following definition?

Minority Owned Business – means a business that is 51% owned or controlled by one or more minority persons. Please indicate below if your firm is 51% owned or controlled by one of the minority groups listed.

African American	%	Asian American	%
Hispanic / Latino	%	Pacific Islander	%
Native American	%		

Ownership: American Citizen ____ Yes ____ No

Are any of your suppliers minority and/or small business enterprises? ____ Yes ____ No

If Yes, please indicate the percentage of minority companies represented. ____%

If awarded a contract as a result of this solicitation, do you anticipate employing any small or minority subcontractors? ____ Yes ____ No

Appendix C

SALES AND USE TAX REGISTRATION

Section 50-5-82, of the Official Code Georgia Annotated (OCGA) prohibits the Department of Administrative Services or any other state agency from awarding a contract to an Offeror who is a “prohibited source” as determined by the Department of Revenue. The following information is required prior to award:

Vendor Name: _____

Principal Name (Parent Company): _____

FEI: _____

Affiliate Name (Distributor): _____

FEI: _____

Vendor Sales Tax Number: _____

Type of Product or Service: _____

What type of service will your company be performing? _____

Will your company sell any tangible personal property? _____

Authorized Signature

Print Name

Date